



**St Mary's Catholic Primary School**

### **Key things to remember**

- You can only allow your child to miss school if he or she is ill, or if you have advance permission from the school;
- Term-time absence requests will only be granted in exceptional circumstances;
- You can be fined for taking your child out of school without advance permission from the school.
- St Mary's Catholic Primary School will follow-up all absences by telephone, letters or face-to-face meetings.

**You should refer to the school Attendance Policy when considering whether to submit an absence request – it is available on our website.**

**Please don't hesitate to contact the school if you have any questions:**

**01473 728372**

**[admin@st-marys-ipswich.suffolk.sch.uk](mailto:admin@st-marys-ipswich.suffolk.sch.uk)**

## **Term-time leave of absence**

**Guidance for**

**Parents and Carers**

## What does the law say?

The government changed the rules on term-time absence in 2013.

Under the 2013 rules, you can only allow your child to miss school if:

- He or she is too ill to attend; or
- You've got advance permission from the school.

## How do I request advance permission for an absence?

You must submit a request to the school before you arrange for your child to have time away.

If you wish to take your child out of school during term time, you should speak to your child's teacher and submit a formal request to the Heads of School via the school office.

The Heads of School will then consider whether to give permission for the absence.

***Medical appointments should be arranged for outside school hours, wherever possible.***

## When will absence requests be granted?

Permission for absence will only be granted in ***exceptional circumstances***.

The Heads of School will consider each absence request individually and decide whether to grant the absence against a range of factors.

The Heads of School will also decide how many days your child can be away from school if the absence is granted.

## What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission (except where he or she is unwell), you can be fined or even prosecuted.

This could involve:

- A fixed penalty notice of £60 within 21 days, or £120 within 28 days
- A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason.

## Why is it important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class;
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson;
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships.

## What can be considered 'exceptional circumstances'?

It is at the school's discretion to decide which circumstances are 'exceptional'.

Examples of circumstances that are not exceptional may include:

- Cheap holidays or holidays that have already been paid for or booked;
- Absence requests to make 'long weekends' or extended school holidays;
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

You can find out more about the rules around term-time absence in the following sources:

**School attendance and absence: overview**,  
GOV.UK  
<https://www.gov.uk/school-attendance-absence/overview>

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013: regulation 2**,  
legislation.gov.uk  
<http://www.legislation.gov.uk/uksi/2013/756/regulation/2/made>